

WEDDING MANUAL (2020)

The Wedding Ceremony

The wedding ceremony is a religious service of worship; therefore, all preparations and arrangements leading to and becoming a part of this ceremony should be made with this in mind. By choosing to be married in the sanctuary, you are affirming that you want your wedding to have some religious significance, and all aspects of the ceremony must reflect this orientation. The traditional ritual that we typically use has existed for hundreds of years (with some changes in language). The pastor and the minister of music must approve all music and readings. In the dignity of the ceremony, there may be added the Sacrament of the Holy Communion for the bride, groom and guests and saying the Lord's Prayer.

It is understood that the rehearsal and the wedding will be conducted in a Christian spirit and with dignity. Immediately before both the rehearsal and the wedding, members of the wedding party are expected to refrain from consuming alcoholic beverages. The bride and groom are under obligation to make this known to all members of the wedding party.

It is expected that the Grosse Pointe UMC parish clergy will officiate at all weddings. If you wish to ask another clergy person to participate along with our pastor, please speak to Rev. Dr. Ray McGee and he will extend the invitation.

Arranging Your Wedding

We are eager to make your wedding a memorable and beautiful occasion for you. We will assist you in every way possible. To avoid any misunderstanding, our policy is to discuss wedding arrangements only with the bride and groom (not a wedding consultant or family members). Throughout this booklet, you will find the names and telephone number of who to contact regarding various areas of your wedding. Your wedding style should reflect your desires and may be determined by the number of guests or the size of your budget.

Since you are reading this guide, the date, time and place of your wedding has been *registered* on the church calendar with our Church Administrator, Kristyn Walker. Please contact her with questions regarding fees at 313-886-2363, and our Wedding Co-Coordinators, Madeline Pierron & Kendall Cassidy will address all questions you may have about your rehearsal and/or wedding. Wedding dates are not *confirmed* until after the bride and groom have paid a $250 NON-REFUNDABLE deposit.

The time of your wedding often determines how formal it will be. While informal weddings can be performed at almost any time of the day, formal weddings usually begin after 5 p.m. Our pastor prefers your wedding to begin no later than 6:30 p.m.

It is understood that weddings will start at the designated time with the help of our wedding coordinator and if the bridal party is present and on time. You do not want to keep your guests and participants waiting, therefore, you need to be prompt.

Rehearsal

The rehearsal is your insurance that everything is ready and all your attendants are present and informed as to their participation. Generally, the rehearsal takes place the night before the service and lasts about 60 to 90 minutes. This date and hour of the rehearsal should be set when arranging for the date of the marriage service. Additional building usage fees will apply if the rehearsal does not conclude by the end of normal building hours.

The officiating pastor and our wedding coordinator will conduct your rehearsal. It is important that ALL members involved in the service be present as well as parents of the bride and groom, those who will be reading lessons or prayers and ushers.

***NOTE:*** *If you are more than 30 minutes late to start the rehearsal and/or the wedding, we will deduct a late charge of $50 from your security deposit. The pastor(s) and wedding coordinator have scheduled this time in their appointment books especially for you.*

The Pastor

While you may wish to request a specific pastor to officiate your wedding, the final decision will be made by the clergy, based upon their availability. The wedding coordinator will notify you when that assignment has been made. Then it is your responsibility to contact the officiating pastor (preferably about six months before the wedding) to discuss your wedding arrangements. You can reach Rev. Dr. Ray McGee at 313-886-2363.

No wedding will be conducted at Grosse Pointe UMC without premarital counseling. Generally, our pastors require at least three sessions over a two- to three-month period as well as attending three worship services, so be sure to contact your officiating pastor well in advance of your ceremony.

It is expected that the Grosse Pointe UMC parish clergy will officiate at all weddings. If you wish to invite an additional clergy person to participate in your ceremony, you must contact our pastor, who will extend the invitation in writing to such other clergy person.

As a courtesy to our clergy, if you would like them to share in your celebration at a rehearsal dinner or reception, please specifically invite them well in advance. Do be aware that their schedules may not allow them to participate.

Wedding Coordinator

Our Church Wedding Coordinators are prepared to work with you from the time you book your wedding at Grosse Pointe UMC until after the ceremony at the church. The fee for their service is $150. Wedding Coordinator’s duties are as follows:

* Assist at the rehearsal to finalize placements of floral arrangements, unity candles, and candelabras.
* On the day of the wedding, the coordinator will direct florist and other personnel associated with the church wedding decorations.
* Direct the wedding rehearsal for the bridal party.
	+ Direct the bridal party on the day of the ceremony from arrival to departure to the reception.
	+ After the wedding ceremony, the coordinator will dismantle candelabras, unity candles (give to responsible party of the bridal couple), floral arrangements are taken to the reception or given to the church, center aisle way is cleared of decorations, and make sure the church is in order.

##### Music

Douglas Dykstra, our organist, is the first person you will contact for assistance with your ceremony music if you are in need of music. You will want to confirm his availability well in advance of your wedding. He will assist you with appropriate selections for your wedding. Remember that the materials and music used for your wedding ceremony should be fitting for a worship setting.

Base fee for the wedding ceremony = $250

Fee for attending wedding rehearsal (if needed) = included

Fee for rehearsing with soloists = $25 per soloist

Additional special music requests may require additional fees, at the discretion of the organist. It is up to the bride, groom, and officiating minister to determine whether the organist is needed at the wedding rehearsal. Usually, the organist is not needed at this rehearsal except in extenuating circumstances.

If you wish to have other musicians, you must consult with our Wedding Coordinator(s) / Mr. Dykstra regarding use of church instruments.

If you are using readers, soloists, or additional musicians, please indicate this to our Wedding Coordinator(s) so we can set up the appropriate microphones. We usually place stands and microphones to the left of the altar and in the choir loft. On your wedding day, one of our trained soundboard specialists will run a sound check for the microphones and audio equipment. Please advise readers, musicians, and soloists to arrive at the church 45 minutes before the starting time of the wedding for the sound check.

Photographers and Videographers

The wedding is a ceremony of Christian worship. Therefore, no "flash" pictures are permitted during the ceremony. Photographs can be taken from the balcony (with approval from our Wedding Coordinator(s). Videotaping can be done from the choir loft, balcony, or from the rear of the Sanctuary, with approval from our Wedding Coordinator(s). Photographers or videographers may not go behind the altar. Since most of the sanctuary flooring is tiled, please advise your photographer and/or videographer to wear rubber sole shoes.

If you wish to have pictures taken with the pastor(s) after the ceremony, please make necessary arrangements during your final counseling session and inform your photographer as well.

Facilities and Building Usage Guidelines

Grosse Pointe UMC provides two settings for wedding ceremonies: the Sanctuary for larger weddings and the Chapel for smaller weddings. The Sanctuary can seat about 320; the Chapel about 40. Both settings are air-conditioned.

No smoking or alcohol is permitted on church grounds at any time. Please share this information with your families and wedding party. Anyone under the influence of alcohol will not be permitted to attend the rehearsal or wedding.

No rice, confetti, flower petals, bubbles, or birdseed may be thrown inside or outside the building.

Chapel Weddings

Our Chapel is just the right size for a smaller wedding. It comfortably seats 40 people. The same policies are in effect for Chapel weddings as for weddings in the Sanctuary.

In the Chapel, normally one bouquet placed on the altar under the cross is adequate. This bouquet could be 11 inches high, up to 36 inches long, and 12 inches wide. As with Sanctuary weddings, please urge your florist to complete decorations at least one hour before the time of the service. Microphones are not necessary for weddings in the Chapel.

Floral Arrangements and Decorations

In the sanctuary, altar flowers should be no taller than 12 inches, no longer than 26 inches and no wider than 16 inches. Additional flowers may be purchased for our two standing brass vases (placed on each side of the altar table).

The Church furnishes candles for the sanctuary altar. We have two candelabras for use during your ceremony, which are set up at each side of the altar table. If you wish to use these, please contact our wedding coordinator.

If you wish to use a Unity Candle, please note that it will be placed on the altar or on top of the baptismal font. You will want to purchase a Unity candle and two white side candles (tapers) 12 inches tall. Your florist can decorate this unity candle area

Aisle runners are not allowed due to safety reasons.

If you wish to use pew decorations, you may attach bows to the pews with elastic only — no tape or wire is allowed.

Tell your florist to report to the wedding coordinator when they arrive with the wedding flowers. Your flowers and decorations must be in place at least one hour before the time of the service. Decorations should be removed promptly after the photos have been completed. Or, if you wish to donate your flowers for the Sunday service, please inform the church wedding coordinator.

All decorations, excess programs and personal items are to be removed from the premises after the service by a trusted friend. Please let the coordinator know the name of the person doing this at rehearsal.

Receptions

We offer a few guidelines if you are planning to hold your reception at GPUMC.

You must be a member of GPUMC to reserve the Great Hall for a reception. The following policies and restrictions apply.

* No decoration can be hung on walls or ceilings.
* Only finger foods — no hot meals.
* There will be NO alcoholic beverages, and this includes wine.
* There will be no colored beverages served, as spills will stain the carpet.
* You cannot move the furniture without permission.

The Marriage License

The marriage license must be obtained in the county where either the bride or groom legally resides, but it may be used in any county in Michigan. You will need to apply for your license in person at your county building. It is recommended you call your county building at least six weeks before your wedding to learn what identification documents are required, whether there is a waiting period between applying for and receiving your license, and how many days the license is valid. County offices are not open on weekends.

Please bring the marriage license to your wedding rehearsal and give it to our Wedding Coordinator(s). You are not officially married until the pastor performing the ceremony and two witnesses have signed the license. ***NOTE:*** *We cannot legally perform your marriage ceremony without a marriage license.*

Fees

Please note that the sanctuary fee balance is due no later than two weeks before your wedding. Separate checks for the pastor, organist, wedding coordinator, and custodian must be brought to the rehearsal if not given to the church office ahead of that time. The breakdown of fees is as follows:

* Sanctuary $500

($250 deposit with application, $250 at least two weeks before wedding date)

* Rev. Dr. Ray McGee $300
* Douglas Dykstra $250
* Madeline Pierron & Kendall Cassidy $150
* Custodian $100

**Contact Information for**

**Grosse Pointe United Methodist Church**

**(313) 886-2363**

**Senior Pastor** Rev. Dr. Ray McGee (revmcgee@gpumc.org)

**Organist** Douglas Dykstra

**Church Administrator** Kristyn Walker (office@gpumc.org)

**Wedding Co-coordinators** Madeline Pierron & Kendall Cassidy (wedding@gpumc.org)

**Congratulations once again on your engagement. We look forward to helping you make your wedding a memorable experience.**

###### Acknowledgment

By signing this, both parties being married at Grosse Pointe United Methodist Church acknowledge that they have received a copy of the wedding ceremony outline and agree to the rules of the church.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature Date Signature Date

**Please return this to the GPUMC office.**

###### Checklist for Church

1. Date and time of wedding confirmed with pastor & church office.

2. $250.00 non-refundable security deposit sent to the church to the attention of Kristyn Walker.

 Check/Money Order #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date mailed or hand delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Appointment(s) confirmed with pastor to begin premarital counseling sessions.

 1st Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2nd Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3rd Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Contact made with Wedding Coordinator(s)

 Date of 1st contact or meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Contact made with Minister of Music regarding music for the wedding.

6. Contact made with caterer if the reception is being held at the church.

7. Sanctuary fee balance paid to church at least 14 days before wedding.

 Check/Money Order #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Amount of Check/Money Order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date mailed or hand delivered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_